

School Building Inventory Form Instructions
Kentucky Department of Education - Division of Facilities Management

Introduction

The Kentucky School Facilities Construction Criteria approved by the State Board of Education on July 2, 1986, required the implementation of a computerized inventory of Kentucky's educational facilities. In addition to that requirement, a full inventory of all facilities will enable the Department of Education to respond to questions within the Department as well as those from the Legislature concerning school facilities across the state. It should also be a valuable management tool for the local education agencies (LEA) in assessing space utilization, @energy efficiency, and in making other facility management decisions.

The inventory will include all facilities utilized by the LEA, owned by the LEA or the State, or leased from another owner but utilized by the LEA. This will include the area vocational education centers, but for the present time, will exclude the State Vocational Technical Schools, the Kentucky School for the Deaf, the Kentucky School for the Blind, private or parochial schools, and the Fort Campbell and Fort Knox Dependent Schools. Included in addition to buildings used for schools will be bus garages, central offices, maintenance or central storage buildings, and vacant parcels of land owned by the LEA. Excluded will be relocatable units (except to list number of classrooms in Temporary Units box), stadiums, dressing rooms or concession stands separate from other school buildings.

Instructions and Codes:

Two forms will be utilized to collect the initial data and maintain the system. Form A will contain general information about each building or parcel of land. Form B will contain information on each room within a building.

Specific instructions and codes where needed are provided for each line on each form.

Form A - For buildings other than school buildings, leave the cafeteria seating and gym capacity boxes blank

Update Code - This code indicates to data processing the purpose of the form. Insert one

County Code - Use the standard three-digit code assigned by the Department of Education.

District Code - Use the standard three-digit code.

District Name - Enter district name.

Building or Parcel Code (School Code) - Use the standard three-digit code assigned to the school. For buildings other than school buildings, use a 999 code.

Building Number - Enter 00 if a particular school is housed in one building. If there is more than one building utilized by a school, the buildings should be consecutively numbered beginning with the main building as 01, etc. Complete a separate Form A for each building. When entering a 999 code in the Building or Parcel Code box, use the following to indicate the building use in the Building Number box:

10 = Central Office

20 = Bus Garage (if more than one bus garage, number consecutively 20, 21 - etc.) 30 = Maintenance Building

40 = Storage Building

50 = Vacant Parcels of Land (if more than one, number consecutively 50, 51, etc.) 90 = Other

When one building houses more than one school or activity as listed above, complete a Form A for each school or activity. Shared spaces such as cafeteria, gymnasiums, etc. should be listed only with the highest grade level school. Do not list shared areas on more than one Form A.

Building Name - Enter the building name.

Fonn Code - Preprinted on form.

Building Address - List location of building by street, state or county road, and community name.

Building Owner - Enter owner of building.

Building Use - Enter grade level of building or use of building.

01 = Elementary

02 = Middle

03 = Junior High

04 = High School

05 = Administrative

06 = Bus Garage

07 = Maintenance

08 = Central Storage

09 = Kindergarten

10 = Other

11 = Vocational

12 = Preschool

Original Construction Date - Enter year of construction of original portion of building.

Example, 1952.

New Construction Dates - Enter dates of any additions. Example, 1960, 1964, 1972. Enter as 196019641972. Do not leave blank boxes between years.

Last Major Renovation - Enter date of last major renovation. Example, 1981. Major renovation is defined as alterations within any period of twelve (12) months, requiring the submission of a BG-1 application and involving any three (3) or more building systems, with a combined cost exceeding \$1 00,000. Building systems include foundations, exterior walls, roofing, ceilings, structural, mechanical (HVAC), electrical (including lighting), plumbing, sewage, doors and hardware, windows, floor coverings and fixed equipment.

Type structure - Enter basic construction of majority of building.

1 = Concrete/Block

2 = Wood

3 = Steel

4 = Combination

5 = Other

- 5 = Concrete
- 6 = Stucco/Cement
- 7 = Plaster
- 8 = Other

Number of stories - Enter number of stories of building excludiniz basement.

Basement - Any floor with more than two steps below grade at all entrances. Enter code as follows:

- 1 = Has Basement
- 2 = No Basement

Acreage in Site - List size of site in acres (to nearest acre). If there is rmore than one school or building on the site, prorate the available acreage between the schools. If there is more than one building comprising a school, list all acreage for that school on the Form A completed for the building housing the administrative offices. List zero acreages for all other Form A's completed on other buildings for that particular school.

Site in Flood Plain - Enter one of the following codes depending on whether the building structure is within the U.S. Corps of Engineers 100 year flood plain.

- 1 = No
- 2 = Yes

Source of water - Enter source of water supplied to the building.

- 1 = Public System
- 2 = On Site Well or Cistem
- 3 = Private System
- 4 = None

Sewage System - Enter type of sewage treatment serving the building.

- 1 = Public System
- 2 = On-Site Package Plant

Parking - Indicate parking surface or none if there is no parking area on site.

1 = Paved

2 = Gravel

3 = None

Gross Square Footage - Compute gross square footage of building by measuring outside of building (each wing, etc.) to the nearest inch **or** by utilizing architect's plans of building. Compute total for each floor, including basement, and total for entry in this space. Enter to nearest whole square foot.

Accessible to Handicapped - Indicate if entire building is made accessible to a handicapped student either via ramps, elevators, or being on one level. This question does not consider restroom accessibility.

1 = Yes - Building accessible to handicapped

2 = No - Building not accessible to handicapped

Building Leased Out - Enter as follows:

1 = No - LEA owned building but not leased out.

Building is either used for intended purpose or vacant.

2 = Yes - LEA owned building leased out to another agency.

Use Designation - Enter as follows:

1 = Building qualifies as a permanent center.

2 = Building **fits** description of a functional center.

3 = Building **fits** description of a transitional center. 4 =

Not applicable.

Heat Energy Source - Enter appropriate response.

1 = Natural gas 2

= Electricity

3 = Coal

4 = Oil

Type Heating System - Enter appropriate response.

- 1 = Central Boiler
- 2 = Roof Top Units
- 3 = Individual Room Units
- 4 = Multiple units serving more than one classroom
- 5 = Combination
- 6 = None

Mechanical Ventilation Provided - Enter **appropriate** response.

- 1 = Yes - Ventilation provided by mechanical means
- 2 = No - Only natural ventilation

Student Capacity - To be completed and entered by Department of Education personnel.

Roof Condition - Enter appropriate response.

- 1 = Good
- 2 = Fair
- 3 =

Poor

Temporary Units - List number of classrooms occupied in temporary or relocatable units.

Cafeteria Seating - List number of students that can be seated in cafeteria at one time.

Gymnasium Capacity - List number of persons that can be seated in the gymnasium.

Boys' Restrooms - List number of different boys' restrooms in the building. Exclude those designated for teachers or faculty.

Boys' Water Closets - List total number of closets in all boys' restrooms.

Boys' Urinals - List total number. For trough urinals, list one for each 18 inches of horizontal space.

Boys' Lavatories - List total number.

Girls' Restrooms, Girls' Water Closets, Girls' Lavatories, and Girls Accessible to Handicapped - Same general instructions as for boys' restrooms above.

Sprinkler System - Indicate condition as follows:

- 1 = Total
- 2 = Partial
- 3 = None

Form B

County Code, District Code, District Name, Building or Parcel Code, Building Number, Building Name, Form Code, Building Address and Update Code - Same as for Form A.

Room number - Each room or space within a building will require an unduplicated number. If rooms are already numbered and the numbers are not duplicated, those numbers can be used. No alphabetical characters can be used. For rooms or spaces not already numbered, assign unduplicated sequential numbers. It is suggested that in a building with classrooms numbered 1 through 20 that numbering begin with 101, 102, 103, etc. Other spaces requiring numbers are offices, reception areas, storage closets, restrooms, mechanical rooms, cafeterias, kitchens, etc. Corridor and foyer areas are not to be numbered or listed on the inventory sheet. The assigned numbers should also be listed on the floor plan drawing of the building.

Room Suffix - If a particular room with a particular room number has multiple uses (as identified on Room Use Designations and Codes List), the room must be assigned a suffix number (1, 2, 3, etc.) in order to list each use on a separate line of Form B. For example, a regular elementary classroom (002) is used for a choral music (120) room for two periods a day. Suffix 1 could be for the regular classroom use and Suffix 2 could be for the music. List the square footage of the room only on the line representing the major use of the room. If a room serves a single purpose, leave this box blank.

Room Use Code - See the Room Use Designations and Code list. List each use of the room on a separate line on **Form B**.

Room Area Square Feet - Measure the inside dimensions of the room to the nearest inch. Compute the square footage and list to the nearest whole square foot. For rooms with multiple

Floor Covering - Enter the appropriate code.

- 1 = Wood
- 2 = Concrete
- 3 = Composition Tile
- 4 = Terrazzo
- 5 = Carpet
- 6 = Combination
- 7 = Glazed Tile
- 8 = Resinous

Type Lighting - Enter appropriate code.

- 1 = Fluorescent
- 2 = Incandescent
- 3 = Combination
- 4 = Other

Window Condition - Enter appropriate code.

- 1 = Energy efficient with double glazing with thermal break
- 2 = Aluminum with single glazing
- 3 = Wood or steel frame with single glazing
- 4 = No Windows

Type Cooling - Enter appropriate code.

- 1 = Central Chiller
- 2 = Multi Zone
- 3 = Individual Room Units
- 4 = Individual Window Units
- 5 = None

Department Only , Area in Compliance - Entry to be made by Department of Education personnel. Codes used are as follows:

- 0 1 = In compliance

ROOM USE DESIGNATIONS AND CODES

| | |
|--|---|
| 001 Classroom, Kindergarten | 251 Home Ec., Clothing Lab |
| 002 Classroom, Elementary | 252 Home Ec., Child Care Lab |
| 003 Classroom, Middle School | 253 Home Ec., Living Center |
| 004 Classroom, High School | 254 Home Ec., Home and Community Lab |
| 005 Classroom, Resource | 255 Home Ec., Multipurpose Lab |
| 010 Classroom, Special Ed., Self Contained 011 Classroom, Special E., Resource | 260 Commercial Foods Lab |
| 012 Classroom, Gifted | 270 Industrial Arts Lab |
| 013 Preschool Room | 271 Industrial Arts Paint Lab |
| 014 Preschool Special Ed. | 272 Industrial Arts Lumber Storage |
| 015 Family Resource | 273 Industrial Arts Tool Room |
| 101 Art | 280 Air Conditioning Shop |
| 110 Computer Lab | 285 Appliance Repair Shop |
| 120 Music, Choral | 290 Auto Body Shop |
| 121 Music, Band | 295 Auto Mechanics Shop |
| 122 Music, Practice Room | 296 Technology Ed Lab |
| 123 Music, Storage | |
| 130 Multipurpose Room | 300 Auto Parts Lab |
| 131 PE, Elementary | 305 Building Maintenance Shop |
| 132 PE, Middle School | 310 Cabinetmaking Shop |
| 133 PE, High School | 315 Carpentry Shop |
| 140 Dressing/Locker Room | 320 Commercial Art Lab |
| 141 Weight Room | 325 Commercial Sewing Lab |
| 142 Training Room | 330 Diesel Mechanics Shop |
| 143 Laundry Room | 335 Drafting Lab |
| 144 PE Equipment Storage | 340 Electricity Shop |
| 145 Swimming Pool (Indoor Only) | 345 Electronics Shop |
| 150 Science Room | 350 Graphic Arts Shop |
| 151 Science Lecture/Lab | 355 Industrial Machine Maintenance Shop |
| 152 Science Storage | 360 Interior Finishing Lab |
| 160 ROTC, Firing Range | 365 Machine Shop |
| 161 ROTC, Arms Room | 370 Masonry Shop |
| 170 Language Lab | 375 Mine Maintenance Shop |
| | 380 General Mines Lab |
| 201 Agriculture Shop | 385 Office Machine Repair Shop |
| 202 Agriculture Tool Room | 390 Plumbing Shop |
| 203 Agriculture Paint Room | 395 Radio and TV Repair |
| 210 Typewriting/Word Processing Lab | |
| 211 Accounting Lab | 400 Sheet Metal Shop |
| 212 Data Processing Lab | 405 Small Engine Repair Shop |
| 213 Model Office Lab | 410 Tailoring Lab |
| 220 Practical Nursing Lab | 415 Truck Driving Lab |
| | 420 Truck Mechanic Shop |
| | 425 Upholstering Lab |

505 Faculty Lounge
506 Teachers Work Room
507 Conference Room
508 Site Based **Office**
520 Library/Media Center
521 AV Storage
522 Library Work Room
523 Periodical Storage Room
530 Study Hall
540 Auditorium
541 Stage
542 Dressing Room
545 Radio/TV Production Lab
550 Planetarium
560 Dark Room
570 Lobby Area

600 Kitchen
601 Satellite Kitchen
602 Cafeteria
603 Food Storage Area
604. Concession Stand
605 Book Room
610 Restroom (Student)
611 Restroom (Faculty/Staff)

700 Storage, General 710
Custodial Receiving 711
Custodial Closet
720 Mechanical Room

800 Other
801 Vacant Room
810 Bus Garage, Work Bay(s) Area
811 Bus Garage, Tool Storage Room
812 Bus Garage, Parts Storage
813 Bus Garage, Drivers' Lounge 814
Bus Garage, Wash Bay Area
815 Bus Garage, Machine Shop
816 Bus Garage, Battery Storage
817 Bus Garage, Tire Change Area